

PERSONNEL**Service Personnel: Salary Schedules, Placement and Advancement****1. Placement and Advancement of Service Personnel-School Division Salary Schedule****a. Qualifications and Skill Level:**

The job description of each position shall denote qualifications and skill level required. Determination of salary range shall be based on skill level and responsibilities required of the position.

b. Credit for Outside Experience:

Relevant work experience will be allowed as a credit on the salary schedule at the rate of one step for each two years of such work experience. A maximum of 10 years or 5 steps on the salary schedule may be given. (A year of work experience is 90 work days (7.5 daily hours for 37.5 hour/week positions and at least 6.5 daily hours for positions required to work between 32.5 hours/week and 37.5 hours/week) of consecutive employment in a full-time position as verified by the company or agency.)

c. Credit for Military Experience:

Credit for military experience shall be on the same basis as relevant work experience providing duties in the military were comparable or relevant to duties of the position to be assumed.

d. Credit for Education:

The classification of the job shall include educational requirements of the position therein dictating a special salary schedule or a particular grade on the service personnel salary schedule.

e. Transfers within the System:

Part and full-time employees who transfer from one position to a position with comparable duties will be placed on the same step on their new grade (i.e., office assistants to secretary).

An employee who transfers from one position to a position without comparable duties shall be given partial credit acknowledging their service to the school division (one step on

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the newly assigned grade for every two steps on the previous grade).

f. Advancement on Salary Schedule:

Full-time employees may advance on the salary schedule at the beginning of each school year providing they have a year of work experience in the division (90 contracted, consecutive days of 7.5 daily hours for 37.5 hour/week positions and at least 90 contracted, consecutive days of 6.5 daily hours for positions required to work between 32.5 hours/week and 37.5 hours/week). Advancement shall be based on the School Division's percentage of increase. Part-time employees who work a minimum of 18 $\frac{3}{4}$ hours per week will advance proportionally to a full-time employee (one step on the schedule for two years of part-time experience).

2. Placement and advancement of bus drivers/monitors on salary schedule:

Placement on the salary schedule shall be based on comparable work experience driving a bus/monitoring in another school division. One step shall be awarded for each year of comparable work experience. A year of credit will be based on 90 contracted consecutive days as verified by the school division. Drivers may advance one step at the beginning of each school year based on having a minimum of 90 contracted consecutive days with the division. Full-time and part-time drivers and monitors advance without regard to number of hours contracted daily.

3. Placement and advancement of paraprofessionals on salary schedule.

Placement on the salary schedule shall be based on comparable outside work experience (one year of credit is based on minimum of 90 contracted, consecutive days of 7.5 daily hours for 37.5 hour/week positions and 6.5 daily hours for positions required to work between 32.5 hours/week and 37.5 hours/week). One step shall be awarded for each year of comparable work experience. Classroom paraprofessionals' experience must be in a classroom setting. Paraprofessional may advance on the salary schedule at the beginning of each school year.

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4. Consistent with other clerical positions, office assistants, and library assistants with related work experience will be allowed credit on the salary schedule at the rate of one step for each two years of such work experience. A maximum of ten years or 5 steps on the schedule may be given.

5. Placement and advancement of nurses on salary schedule:

Years of credit for placement on the scale will be granted based on a full year of contracted nursing service (a year is a minimum of 90 contracted consecutive days of 7.5 hours per day for 37.5 hour/week positions and 6.5 hours per day for positions required to work between 32.5 hours/week and 37.5 hours/week). One step will be awarded for each year of comparable work experience.

6. Placement and advancement of school nutrition employees on salary schedule:

Placement on the salary schedule shall be based on comparable work experience. One step shall be awarded for each two year of comparable work experience. A year of credit will be based on 90 contracted consecutive days as verified by the school division. Cafeteria staff may advance one step at the beginning of each school year based on having a minimum of 90 contracted consecutive days with the division. Full-time and part-time cafeteria staff advance without regard to number of hours contracted daily.

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